



Ground Rules

Integrated Watershed Management Plan Advisory Group

Advisory Group participants shall agree to follow the ground rules below. Words in the “Definitions” section are marked with an asterisk the first time they are used.

Ground Rules

1. Respect Own and Others’ Interests*, Needs*, Values*, and Emotions

Workshop attendees represent a wide range of interests related to the ecological and socioeconomic health of Hood Canal. Participants commit to bring all relevant issues to the table and to actively seek to understand and respect the diverse interests, needs, values and emotions underlying their own and each others’ positions.*

2. Listen Carefully, Ask Questions, Speak to Educate, and Be Self-Aware

Participants commit to listen carefully to each other, to ask questions for clarification, to make statements that attempt to educate or explain, and to be self-aware and self-questioning about one’s own biases, assumptions and suspicions.

3. Be Open and Honest

Participants agree to maintain open and honest communication with each other. The purpose of frank and candid discussion is to bring issues out in the open, provide greater understanding of members’ perspectives, share insights, reduce hostilities, and build trust.

4. Be Creative and Take Risks

Participants commit to search for opportunities, options, and alternatives. The creativity of the group often finds the best solution. Creativity also requires taking risks. Thus participants are willing to be creative and to risk proposing new or unusual ideas individually and as a group.

5. Agree to Disagree

Participants agree to respect each other’s right to disagree in order to foster open discussion of ideas.

6. Acknowledge Discomfort and Vulnerability

Open and honest dialogue can leave people feeling uncomfortable and vulnerable. While participants agree not to seek to make others uncomfortable for its own sake, participants also agree not to shy away from discomfort where necessary to discuss or resolve conflicts.

7. Follow Good Meeting Protocols

In the interest of communicating well, participants agree to:

- a. Follow meeting agendas in a timely manner.
- b. Speak up and participate, be aware of how much one is speaking relative to others, and to not interrupt others. The meeting coordinator or facilitator should ensure everyone gets a chance to speak. A 2-minute comment rule will apply if needed.
- c. Not engage in private conversations during group discussions.

- d. Not use cell phones or create other electronic distractions during the meeting.

In addition:

- e. Meetings will be coordinated by HCCC* staff. Discussions on individual topics during meetings will be facilitated by others as needed.
- f. The facilitator and HCCC staff will prepare a summary of each meeting and the flow of conversation. These draft minutes will be circulated to all participants. Audio- and video-recordings of meetings may occur only with the agreement of the participants. Meeting notes will be posted to the HCCC website.

8. Invite Public Input and Participation

Public input to the IWMP* process will always be welcome. Meeting agendas, minutes and background material will be posted on the website.

9. Have a Sense of Humor!

Humor is welcome and appreciated.

10. Review Ground Rules with a Professional Facilitator

HCCC staff agrees to revisit and revise these ground rules as needed with the assistance of a professional facilitator.

Roles and Responsibility of the Facilitators

1. The facilitators are impartial individuals who guide groups through their meeting objectives.
2. The responsibility of the facilitators is to keep the group focused on the agreed upon tasks, to suggest alternatives, and to encourage participation by all team members.
3. The facilitators will adhere to these ground rules.

***Definitions**

(Adapted from The Consensus Building Handbook: A Comprehensive Guide to Reaching Agreement [Susskind et al 1999], and “Managing Conflict: A Guide for Watershed Partnerships” Know Your Watershed < <http://www.ctic.purdue.edu/kyw/brochures/manageconflict.html>>)

HCCC- Hood Canal Coordinating Council

Interests – Interests are the abstract and intangible causes, concerns, motivations, needs, and values underlying positions, often with emotional associations. (“Why” something is being demanded.) Interests are what each participant in a group process ultimately seeks to achieve. Interests can change in light of new information or a deeper understanding of a problem. Interests often reflect deeply held beliefs. Focusing on interests, rather than positions, makes it possible to come up with better agreements. Even when people stand on opposite positions, they usually have a few shared interests. It takes time and effort to identify interests. Groups may not even be clear about their own interests. It helps to write down each group’s interests as they are discovered. It helps to ask why others take the positions or make the decisions they do.

IWMP- Integrated Watershed Management Plan

Needs – Needs are things that are essential to our well-being. Conflicts arise when we ignore others’ needs, our own needs or the group’s needs. Be careful not to confuse needs with desires (things we would like, but are not essential).

Positions – Positions are concrete, stated decisions or demands. (“What” is being demanded.)

Values – Values are principles that we consider to be very important and that are tied in some way to our larger belief system. Serious conflicts arise when people hold incompatible values or when values are not clear. Conflicts also arise when one party refuses to accept the fact that the other party holds something as a value rather than as a mere preference.